

**CHECK LIST FOR APPLICATION FOR NATURALIZATION  
BASED UPON MILITARY SERVICE**

If you are filing for naturalization based upon your military service, you will need to submit the documentation listed below:

\_\_\_ **Completed and signed Form N-400**, Application for Naturalization. YOU MUST FILL OUT THE FORM REVISED 05/31/01. THE INS WILL NO LONGER ACCEPT EARLIER VERSIONS. While all of the information asked for on the N400 is important, be sure the following information is provided and correct:

Name

INS A#

Basis for Eligibility (Part 2, block d for qualified military applicants)

Signature in Part 11

\_\_\_ **A photocopy of both sides of your Permanent Resident Card** (previously known as Alien Registration Card, or “green card”). *Refer to page 7 of the Guide to Naturalization for examples of cards. Some applicants applying based on military service may not have a Permanent Resident Card.*

\_\_\_ **Two color photographs** (3/4 frontal image). *Refer to page 33 of the Guide to Naturalization for an example of an appropriate photo image. Applicant must write name and alien number on reverse, lightly in pencil.*

\_\_\_ **A money order** in the appropriate amount:

Base fee for the Form N-400 is	\$260
*Fee for fingerprinting is	\$50
Total fee is	\$310

The money order must be made payable to “IMMIGRATION AND NATURALIZATION SERVICE” and include the clients name, A-#, and address.

\*If the applicant is overseas, at the time of filing, then the \$25 fingerprint fee is NOT required and should not be submitted.

\_\_\_ **Form N-426**, Certification of Military or Naval Service, completed and signed on the front. PSD will pre-certify the applicant’s service prior to the application being filed. The signature line should read “BY DIRECTION OF THE COMMANDING OFFICER or “BY DIRECTION OF THE OFFICER IN CHARGE.” Form must be sent directly to this office from CPAC or delivered in a sealed envelope.

\_\_\_ **Form G-325B**, Biographic Information completed on the front.  
Fax G-325B and copy of military I.D. card to NCIS.

In the lower right in the area labeled "INS USE (Office of Origin)":

write for Office Code: "NSC military",  
write for Type of Case: "N400",  
and then write the date.

\_\_\_ **Fingerprint Notification**, After receiving a \$250.00 money order payable to “Immigration and Naturalization Service” with client’s A# , name, and address, give the client a Fingerprint Notification completely filled out. Keep a copy to send to INS.

\_\_\_ **Cover Letter**, Package is complete when: (1) all forms are filled out, (2) background check is complete, (3) \$310.00 money order is received, (4) photos are taken, (5) A-card is copied, (6) Fingerprint Notification completed, and (7) all other necessary certified documents (i.e.; divorce decree, criminal convictions, etc.) have been provided. SEND VIA CERTIFIED MAIL.

\_\_\_ **Copies**, Advise client to copy entire package.

\_\_\_ Indicate in a letter at which INS **office in the United States you wish to be interviewed**. NOTE: INS has special arrangements with the Arlington, VA INS office and the Honolulu, HI INS office to interview applicants filing from abroad. However, you may indicate any INS office in the United States.

\_\_\_ If you are **filing your application from outside of the United States, or are scheduled for deployment, indicate multiple dates that you will be in the United States** for your interview and oath ceremony. The earliest date that you indicate must be at least three months after the date you filed your application.

\_\_\_ If **an attorney or accredited representative is acting on your behalf**, include a completed and signed **Form G-28**, "Notice of Entry of Appearance as Attorney or Representative"

\_\_\_ If **your name is different that the name shown on your Permanent Resident Card**, then submit the document that legally changed your name (marriage license, divorce decree, OR court documentation) OR submit a detailed explanation of why you use a different name.

\_\_\_ If **you were previously married**, submit proof of termination of ALL of your prior marriages (divorce decree or death certificate).

\_\_\_ If **you have a dependent spouse or child(ren)** and have been ordered to provide financial support, send copies of the court or government order to provide financial support AND evidence that you have complied with the court or government order (cancelled checks, money order receipts, a court or agency printout of child support payments, or evidence of wage garnishments).

\_\_\_ If **you have ever been arrested or detained** by any law enforcement office for any reason and **no charges were filed**, submit an official statement from the arresting agency or applicable court indicating that no charges were filed.

\_\_\_ If **you have ever been arrested or detained** by any law enforcement officer for any reason and **charges were filed**, submit an original or certified copy of the complete court disposition for each incident (dismissal order, conviction record, or acquittal order).

\_\_\_ If **you have ever been convicted or placed in an alternative sentencing program or rehabilitative program**, submit the sentencing record for each incident AND evidence that you completed your sentence (probation record, parole record, or evidence that you completed an alternative sentencing program or rehabilitative program).

\_\_\_ If **you have ever had any arrest or conviction vacated, set aside, sealed, expunged, or otherwise removed from your record**, send an original or certified copy of the court order vacating, setting aside, sealing, expunging, or otherwise removing the arrest or conviction.

\_\_\_ If **you have ever failed to file an income tax** return when it was required by law, submit copies of all correspondence with the Internal Revenue Service (IRS) regarding your failure to file.

\_\_\_ If **you have any Federal, state, or local taxes that are overdue**, submit a signed agreement from the IRS, state, or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe AND documentation from the IRS, state, or local office showing the current status of your repayment program.